

Please photocopy this form

ACCESS LOCK & KEY SERVICE
Key Order Form

Access Account Number _____ Dealer Name _____

Purchase Order Number _____ Date & Time of Order _____

Contact Name _____ Contact Tel. Number: _____

PLEASE WRITE IN BLOCK CAPITALS USING BLACK INK

QUANTITY REQUIRED	
KEY NUMBER	
MAKE, MODEL & YEAR	
TYPE OF KEY REQUIRED (GENUINE, NON-GEN, LASER, TRANSPNDR, TRASMTR)	
PART NUMBER (GENUINE KEYS ONLY)	

PLEASE ENSURE ALL SECTIONS OF THIS FORM ARE COMPLETED.
FAILURE TO DO SO MAY CAUSE DELAY IN PROCESSING.

Fax: 01843 209201

Tel: 01843 209200

To Parts Department

Please provide as much information as possible to ensure prompt despatch of you order.

- State the make, model and year of the vehicle for the key you require
- State the type of key required (e.g. genuine, non-genuine, transponder, transmitter, plastic headed, laser etc.)
- Faxed orders to Access Key Service before 4.30pm will be dispatched same day
- Guaranteed next day delivery available (stock permitting). Must specify at time of placing order. (Royal Mail Special Delivery is guaranteed next working day – Saturday delivery available at extra charge)
- If you require your key to be cut by photocopy, send it with your completed order (stating “photocopy” in Key Number box) by post or...
- Orders can be emailed along with digital images of your key